



*Embassy of the United States of America*  
American Citizen Services Branch  
24 Grosvenor Square  
London, W1A 2LQ

## **LEGALIZATION OF DOCUMENTS – SECRETARIES OF STATE**

The following state authorities are authorized to issue The Hague Convention “apostille” legalizing state documents:

### **ALABAMA**

Office of the Secretary of State, Authentication Section, State Capitol, Room E-204  
600 Dexter Ave. Montgomery, AL 36130, Tel: 334-242-7210.  
<http://www.sos.state.al.us/authenticate/index.htm> Fee: \$5.00  
Designated Authority: Secretary of State

### **ALASKA**

Notary Administrator, Office of the Lieutenant Governor, P.O. Box 110015, Juneau, AK 99811, Tel: 907-465-3509. <http://www.gov.state.ak.us/lsgov/notary/authentications.htm>  
Fee: \$2.00  
Designated Authority: Lieutenant Governor; Attorney General; Clerk of the Supreme Court

### **ARIZONA**

Office of the Secretary of State, Public Services Division, Notary Section, 1700 W. Washington, 7th Floor, Phoenix, AZ 85007, Tel: 602-542-4086/4748.  
<http://www.sosaz.com/notary> Fee: \$3.00  
Designated Authority: Secretary of State; Assistant Secretary of State

### **ARKANSAS**

Office of the Secretary of State, Corporations Division, State Capitol, Little Rock, AR 72201-1094, Tel: 501-682-3409. <http://www.sosweb.state.ar.us/business.html> Fee: \$10.00  
Designated Authority: Secretary of State, Chief Deputy Secretary of State

## CALIFORNIA

Office of the Secretary of State, Business Programs Division, Notary Public Section P.O. Box 942877, Sacramento, CA 94277-0001, Tel: 916-653-3595.

<http://www.ss.ca.gov/business/notary/notary.htm> Fee \$20.00

Designated Authority: Secretary of State; any Assistant Secretary of State; any Deputy Secretary of State

## COLORADO

Office of the Secretary of State, 1560 Broadway, Suite 200, Denver, CO 80202, Tel: 303-894-2680. [http://www.sos.state.co.us/pubs/info\\_center/2001fees.htm](http://www.sos.state.co.us/pubs/info_center/2001fees.htm) Fee: By Mail - \$2.00. While You Wait - \$17.00

Designated Authority: Secretary of State; Deputy Secretary of State

## CONNECTICUT

Office of the Secretary of State, Authentication Unit, 30 Trinity St., Hartford, CT 06106, Tel: 860-509-6135.

<http://www.sots.state.ct.us/recordslegislativeservices/authen.html#orders> Fee: \$20.00

Designated Authority: Secretary of State; Deputy Secretary of State

## DELAWARE

Office of the Secretary of State, Notary Division, 401 Federal St., Suite 3, Dover, DE 19901, Tel: 302-739-4111. <http://www.state.de.us/sos/sos.htm> Fee: \$10.00

Designated Authority: Secretary of State; Acting Secretary of State

## DISTRICT OF COLUMBIA

Office of the Secretary, D.C., Notary Commissions & Authentications Section, 441 4th Street NW, One Judiciary Square, Washington, D.C. 20001, Tel: 202-727-3117

<http://os.dc.gov/info/notary/notary.shtm#document> Fee: \$10.00

Designated Authority: Executive Secretary; Assistant Executive Secretary; Mayor's Special Assistant and Assistant to the Executive Secretary; Secretary of the District of Columbia

## FLORIDA

Department of State, Office of International Affairs, Notary Certification/Apostille Section, The Capitol Building, suite 1902 Tallahassee, FL 32399-0250, Tel: 804-4139732. <http://notaries.dos.state.fl.us/notproc7.htm> Fee: \$10.00

Designated Authority: Secretary of State

## GEORGIA

Georgia Superior Court Clerks' Cooperative Authority, Notary Division, 1875 Century Blvd, Suite 100, Atlanta, GA 30345, Tel: 404-327-6023.

<http://www2.gsccca.org/projects/apost.html> or

Office of Secretary of State, Administrative Procedures Unit, 2 Martin Luther King Jr. Drive Suite 820 – West Tower, Atlanta, GA 30334 Tel: 404-656-2885

<http://www.sos.state.ga.us/administration/notary.htm> Fee: \$3.00

Designated Authority: Secretary of State; Georgia Superior Court Clerk's Cooperative Authority

## HAWAII

Office of the Lieutenant Governor, State Capitol, 5<sup>th</sup> Floor, Honolulu, HI 96813, Tel: 808-586-0255. <http://www.state.hi.us/ltgov/page8.html> Fee: \$1.00

Designated Authority: Lieutenant Governor of the State of Hawaii

## IDAHO

Office of the Secretary of State, Notary Department P.O. Box 83720, Boise, ID 83720, Tel: 208-332-2810 <http://www.idsos.state.id.us/notary/apostill.htm> Fee: \$10.00

Designated Authority: Secretary of State; Chief Deputy Secretary of State; Deputy Secretary of State; Notary Public Clerk

## ILLINOIS

Office of the Secretary of State, Index Department, Notaries Public Division 111 E. Monroe St., Springfield, IL 62756, Tel: 217-782-7017.

<http://www.sos.state.il.us/departments/index/division.html> Fee: \$2.00

Designated Authority: Secretary of State; Assistant Secretary of State; Deputy Secretary of State

## INDIANA

Office of the Secretary of State, State House, Suite 201, Indianapolis, IN 46204, Tel: 317-232-6532. <http://www.in.gov/sos/notary/seal.html> Fee: no charge

Designated Authority: Secretary of State; Deputy Secretary of State

## IOWA

Office of the Secretary of State, Lucas Building, First Floor, Public Service, Des Moines, IA 50319, Tel: 515-281-5204. <http://www.sos.state.ia.us> Fee: \$5.00

Designated Authority: Secretary of State; Deputy Secretary of State

## KANSAS

Office of the Secretary of State, State Capitol, Second Floor, Topeka, KS 66612, Tel: 913-296-2744. <http://www.kssos.org> Fee: \$5.00

Designated Authority: Secretary of State, Assistant Secretary of State; any Deputy Assistant Secretary of State

## KENTUCKY

Office of the Secretary of State, Capitol Building, P.O. Box 718, Frankfort, KY 40601-0178, Tel: 502-564-7330. <http://www.kysos.com> Fee: \$5.00

Designated Authority: Secretary of State; Assistant Secretary of State

## LOUISIANA

Office of the Secretary of State, P.O. Box 94125, Baton Rouge, LA 70804-9125, Tel: 504-342-4981. <http://www.sec.state.la.us/comm/comm-index.htm> Fee: \$5.00

Designated Authority: Secretary of State

## MAINE

Office of the Secretary of State, Bureau of Corporations, Elections and Commissions, 101 State House Station, Augusta, ME 04333, Tel: 207-287-3676.

<http://www.state.me.us/sos/cec/rcn/notary/authapos.htm> Fee: \$10.00

Designated Authority: Secretary of State; Deputy Secretary of State

## MARYLAND

Office of the Secretary of State, Statehouse, Annapolis, MD 21401, Tel: 410-974-5520.

<http://www.sos.state.md.us/sos/certif/html/certif2c.html#apos> Fee: \$5.00

Designated Authority: Secretary of State

## MASSACHUSETTS

Secretary of the Commonwealth Office, Public Records Division, Commissions Section, McCormack Building, Room 1719, One Ashburton Place, Boston, MA 02108. Tel: 617-727-2832. <http://www.state.ma.us/sec/pre/precom/comidx.htm> Fee: \$3.00

Designated Authority: Deputy Secretary of State for Public Records

## MICHIGAN

Department of State, Office of the Great Seal, 7064 Crouner Building, Lansing, MI 48918, Tel: 517-373-2531. [http://www.michigan.gov/sos/1,1607,7-127-1638\\_8734---.00.html](http://www.michigan.gov/sos/1,1607,7-127-1638_8734---.00.html) Fee: \$1.00.

Designated Authority: Secretary of State, Deputy Secretary of State

## MINNESOTA

Secretary of State's Office, 180 State Office Building, St. Paul, MN 55155, Tel: 612-296-2803. <http://www.sos.state.mn.us/uccd/authinfo.html> Fee: \$5.00

Designated Authority: Secretary of State; Deputy Secretary of State

## MISSISSIPPI

Office of the Secretary of State, P.O. Box 136, Jackson, MS 39205, Tel: 601-359-1615. <http://www.sos.state.ms.us/busserv/notaries/notaries.html> Fee: \$5.00

Designated Authority: Secretary of State; any Assistant Secretary of State

## MISSOURI

Office of the Secretary of State, Commission Division 600 West Main, Room 367 Jefferson City, MO 65102, Tel: 573-751-2783.

<http://www.sos.state.mo.us/business/commissions/certify.asp> Fee: \$10.00

Designated Authority: Secretary of State; Deputy Secretary of State

## MONTANA

Office of the Secretary of State, Room 225, Box 202801, State Capitol, Helena, MT 59602, Tel: 406-444-5379. <http://sos.state.mt.us/css/index.asp> Fee: \$2.00

Designated Authority: Secretary of State, Chief Deputy Secretary of State; Government Affairs Bureau Chief

## NEBRASKA

Office of the Secretary of State, Notary Division, P.O. Box 95104, State Capitol, Lincoln, NE 68509, Tel: 402-471-2558. <http://www.sos.state.ne.us/Notary/notauth.htm> Fee: \$10.00

Designated Authority: Secretary of State; Deputy Secretary of State

## NEVADA

Office of the Secretary of State, 101 N. Carson Street, #3, Carson City, NV 89701, Tel: 775-684-5708. <http://sos.state.nv.us/notary/apostille.htm> Fee: \$20.00

Designated Authority: Secretary of State; Chief Deputy Secretary of State; Deputy Secretary of State

## NEW HAMPSHIRE

Office of the Secretary of State, State House, Room 204, 107 N. Main Street, Concord, NH 03301, Tel: 603-271-3242. <http://www.state.nh.us/sos/certific.htm> Fee: \$5.00

Designated Authority: Secretary of State; Deputy Secretary of State

## NEW JERSEY

Secretary of State, Department of State, Notary Public Unit, Division of Commercial Recording, P.O. Box 452, Trenton, NJ 08625, Tel: 609-530-6421.

<http://www.state.nj.us/treasury/revenue/dcr/programs/notary.html> Fee: Regular service - \$25.00. Expedited service - \$35.00

Designated Authority: Secretary of State; Assistant Secretary of State, NJ Department of the Treasury, Division of Revenue

## NEW MEXICO

Office of the Secretary of State, State Capitol North Annex, Suite 300, Santa Fe, NM 87503, Tel: 505-827-3600. <http://www.sos.state.nm.us/notary-cert.htm> Fee: \$3.00

Designated Authority: Secretary of State

## NEW YORK

1. Upstate Counties: Division of Licensing Services, Miscellaneous Records, 162 Washington Avenue, Albany, NY 12231, Tel: 518-474-4770. <http://www.dos.state.ny.us> Fee: \$10.00

Designated Authority: Secretary of State; Executive Deputy Secretary of State; any Deputy Secretary of State; any Special Deputy Secretary of State

2. Down State Counties: New York authorities in Albany advise that documents issued in the nine down state counties are authenticated under the Convention by the New York City office. The nine down state counties are New York, Kings, Queens, Bronx, Westchester, Nassau, Suffolk, Rockland and Richmond. The address of the New York Department of State, Certification Unit, 6th Floor, 270 Broadway, New York, NY 10007, Tel: 212-417-5684. Fee: \$10.00

## NORTH CAROLINA

Office of the Secretary of State, Authentication Division, P.O. Box 29622, Raleigh, NC 27626-0622, Tel: 919-807-2140. Fee: \$10.00

Designated Authority: Secretary of State; Deputy Secretary of State

## NORTH DAKOTA

Office of the Secretary of State, Capitol Building, 600 E Boulevard Ave, Dept 108, Bismarck, ND 58505, Tel: 701-328-2900. <http://www.state.nd.us/sec> Fee: \$10.00

Designated Authority: Secretary of State; Deputy Secretary of State

## OHIO

Office of the Secretary of State, 30 East Broad Street, 15th Floor, Columbus, OH 43266-0418, Tel: 877-767-6446.

[http://www.state.oh.us/sos/authentication\\_of\\_documents\\_stat.htm](http://www.state.oh.us/sos/authentication_of_documents_stat.htm) Fee: \$5.00

Designated Authority: Secretary of State; Assistant Secretary of State

## OKLAHOMA

Office of the Secretary of State, 2300 N. Lincoln Boulevard, Room 101, Oklahoma City, OK 73105, Tel: 405-521-4211. <http://www.sos.state.ok.us> Fee: \$25.00

Designated Authority: Secretary of State; Assistant Secretary of State; Budget Officer of the Secretary of State

## OREGON

Office of the Secretary of State, 255 Capitol St. Suite 151, Salem, OR 97310, Tel: 503-986-2200. <http://www.filinginoregon.com/notary/index.htm> Fee: \$10.00

Designated Authority: Secretary of State; Deputy Secretary of State; Acting Secretary of State; Assistant to the Secretary of State

## PENNSYLVANIA

Secretary of the Commonwealth, Department of State, Bureau of Commissions, Elections and Legislation, North Office Building, Room 304, Harrisburg, PA 17120, Tel: 717-787-5280. <http://www.dos.state.pa.us/bcel/certifications/certifications.html> Fee: \$15.00

Designated Authority: Secretary of the Commonwealth; Executive Deputy Secretary of the Commonwealth

## RHODE ISLAND

Office of the Secretary of State, Notary Division, 100 N. Main St. Providence, RI 02903, Tel: 401-277-1487. <http://www.corps.state.ri.us/notaries/notaries.htm> Fee: \$5.00

Designated Authority: Secretary of State; First Deputy Secretary of State; Second Deputy Secretary of State

## SOUTH CAROLINA

Office of the Secretary of State, P.O. Box 11350, Columbia, SC 29211, Tel: 803-734-2119. <http://www.scsos.com/notariesbc.htm> Fee: \$2.00

Designated Authority: Secretary of State

## SOUTH DAKOTA

Office of the Secretary of State, 500 East Capitol, Pierre, SD 57501-5077, Tel: 605-773-5004. [http://www.state.sd.us/sos/Notaries/apostilles\\_and\\_authentications.htm](http://www.state.sd.us/sos/Notaries/apostilles_and_authentications.htm) Fee: \$2.00

Designated Authority: Secretary of State; Deputy Secretary of State

## TENNESSEE

Office of the Secretary of State, James K. Polk Building, Division of Business Services, 312 Eighth Avenue North, 6<sup>th</sup> floor, William R. Snodgrass Tower, Nashville, TN 37243, Tel: 615-741-3699. <http://www.state.tn.us/sos/service.htm#apostilles> Fee: \$2.00  
Designated Authority: Secretary of State

## TEXAS

Office of the Secretary of State, P.O. Box 12079, Austin, TX 78711, Tel: 512-463-5705.  
Fee: \$10.00  
Designated Authority: Secretary of State; Assistant Secretary of State

## UTAH

Office of the Lieutenant Governor, State Capitol, Room 203, Salt Lake City, UT 84145-8414, Tel: 801-538-1040. [http://governor.state.ut.us/lt\\_gover/internationaltemplate.html](http://governor.state.ut.us/lt_gover/internationaltemplate.html)  
Fee: Certifying Notary's Seal - \$10.00. Apostille - \$5.00  
Designated Authority: Lieutenant Governor; Deputy Lieutenant Governor; Administrative Assistant

## VERMONT

Office of the Secretary of State, 109 State Street, Montpelier, VT 05609, Tel: 802-828-2308. <http://www.sec.state.vt.us> Fee: \$2.00  
Designated Authority: Secretary of State; Deputy Secretary of State

## VIRGINIA

Office of the Secretary of the Commonwealth, Authentications Division, 830 East Main Street, 14<sup>th</sup> floor, Richmond, VA 23219, Tel: 804-786-2441. <http://www.soc.state.va.us>  
Fee: \$10.00  
Designated Authority: Secretary of the Commonwealth; Chief Clerk, Office of the Secretary of the Commonwealth

## WASHINGTON

Office of the Secretary of State, Corporations Division, Apostille and Certificate Program, P.O. Box 40228, Olympia, WA 98504-0228, Tel: 360-586-2268. <http://www.secstate.wa.gov/apostilles> Fee: \$15.00  
Designated Authority: Secretary of State; Assistant Secretary of State; Director, Department of Licensing



## WEST VIRGINIA

Office of the Secretary of State, 1900 Kanawha Boulevard E, Capitol Building, No. 157-K, Charleston, WV 25305, Tel: 304-558-6000.

<http://www.wvsos.com/excrecords/other/authentication.htm> Fee: \$10.00

Designated Authority: Secretary of State; Under Secretary of State; any Deputy Secretary of State

## WISCONSIN

Office of the Secretary of State, P.O. Box 7848, Madison, WI 53707-7848, Tel: 608-266-3159. <http://badger.state.wi.us/agencies/sos/authen.htm> Fee: \$10.00

Designated Authority: Secretary of State; Assistant Secretary of State

## WYOMING

Office of the Secretary of State, The Capitol, Cheyenne, WY 82002-0020, Tel: 307-777-5342. <http://soswy.state.wy.us/authenti/authenti.htm> Fee: \$3.00

Designated Authority: Secretary of State; Deputy Secretary of State

## AMERICAN SAMOA

Office of the Governor, Pago Pago, AS 96799, Tel: 011-684-633-4116

<http://www.amsamoa.com>

Designated Authority: Secretary of American Samoa; Attorney General of American Samoa

## GUAM (Territory of)

Office of the Governor, P.O. Box 2950, Agana, GU 96910, Tel: 011-671-472-1537

<http://www.admin.gov.gu/doa>

Designated Authority: Director, Department of Administration; Acting Deputy Director, Department of Administration; Deputy Director, Department of Administration; Acting Deputy Director, Department of Administration

## NORTHERN MARIANA ISLANDS (Commonwealth of the)

<http://www.saipan.com/gov>

Designated Authority: Attorney General; Acting Attorney General; Clerk of the Court, Commonwealth Trial Court; Deputy Clerk, Commonwealth Trial Court

## PUERTO RICO (Commonwealth of)

Supreme Court of Puerto Rico, Office of Notarial Inspection, P.O. Box 190860, San Juan, PR 00902-3271, Tel: 787-763-8816, <http://www.lexjuris.com/lexnotaria.htm>

Designated Authority: Supreme Court of Puerto Rico

## U.S. VIRGIN ISLANDS

Office of the Lieutenant Governor, 7 & 8 King Street, Christiansted, St. Croix, USVI  
00802, Tel: 809-774-2991, Fax: 809-774-6953

<http://www.ltg.gov.vi/Departments/Administration/index.html>

There is no authority designated; refer requests to the U.S. Department of State,  
Authentications Office, 2400 M. Street NW, Washington DC 20520, Tel: 202-647-5002